

## 2024 Employer Health Savings Account Contributions

Any employer-funded amounts contributed to employee Health Savings Accounts during the year must be reported in Box 12 of Form W-2. Please use this form to report this information to us at least **TWO WEEKS PRIOR TO YOUR LAST SCHEDULED PAYROLL OF THE YEAR** in order for you to receive your W-2 forms by January 31.

Do **NOT** report any Health Savings Account information to us if your employees are contributing to their accounts through payroll deductions or if you have already reported employer contribution amounts throughout the year. We already have this information.

Company Name: \_\_\_\_\_ Client ID: \_\_\_\_\_ - \_\_\_\_\_

<u>EE Code</u>	<u>Employee Name</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of person authorizing information \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_